

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Custodial Specialist
Department of Recreation and Parks
An Equal Opportunity Employer

Custodial Specialist – Department of Recreation and Parks/Piney Run Park

\$12.50 hourly, 25 hours per week, contractual position

Hours vary and include evenings, weekends, and holidays

This position will remain open until filled.

Piney Run Park is seeking a candidate to perform custodial and operational duties to keep the park clean, sanitary, physically safe, and orderly.

As the Custodial Specialist, you will be responsible for opening and closing the park on weekends and evenings. Daily tasks may include providing support to the Park Assistants and cleaning, disinfecting, and deodorizing restrooms. Other duties include picking up litter, emptying trash and recycling and depositing it in the correct bin. You may be required to perform other maintenance tasks and repair work to park facilities, buildings, and grounds. Seasonal tasks, such as ice and snow control on steps and walkways, can be expected.

Ideal candidates should have excellent customer service skills and the ability to work individually and with a team, enjoy working outdoors, working with people and animals and have strong organizational skills.

See next page for the full job description

Qualifications:

1. Must be 18 years of age or older
2. One year experience in janitorial maintenance in commercial or industrial type buildings demonstrating knowledge of cleaning equipment and materials*
3. Valid driver's license
4. Requires criminal background check as condition of employment
5. CPR, First Aid, Bloodborne Pathogen and AED training (or must obtain within 3 months of employment)

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ 40 hours of paid time off

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 04/12/2022
(22-152)

CUSTODIAL SPECIALIST

GENERAL RESPONSIBILITIES

Performs custodial and operational duties at Piney Run Park as assigned to keep them clean, sanitary, physically safe, and orderly.

ESSENTIAL TASKS include the following. Other duties may be assigned.

1. Open and close the park on scheduled weekends and weekday evenings
2. Provide customer service support for Park Assistants
3. Support gatehouse and boathouse operations
4. Act as liaison for center park groups, assuring that buildings are kept clean, sanitary, physically safe and orderly
5. Empty trash cans and deposit in the trash dumpster
6. Sweep, vacuum, mop, scrub, strip, wax, and polish flooring surfaces using industrial powered equipment
7. Clean, disinfect, and deodorize lavatories, urinals, toilet bowls, mirrors, and water fountains, and replace lavatory supplies as needed
8. Apply ice control materials and shovel snow from the steps and walkways
9. Pick up litter from the immediate area outside the building
10. Note condition of the building and report to supervisor such things as water leaks, broken windows, etc
11. Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County
13. Perform related duties as to specific assignments
14. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. Must be 18 years of age or older
2. One year experience in janitorial maintenance in commercial or industrial type buildings demonstrating knowledge of cleaning equipment and materials*

*A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Apply methods and practices of general housekeeping
2. Knowledge of equipment such as a vacuum cleaner, buffer, carpet extractor, etc.
3. Ability to deal with problems and work independently
4. Ability to understand and follow written and spoken instructions

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background check as condition of employment
3. CPR, First Aid, Blood Borne Pathogen and AED training (or must obtain within 3 months of employment)